## SGS User Group Team Meeting
## SubGrant System
## Wednesday, February 8, 2006

Attendees:  Debbie Stewart, ECY
Gary Zeiler, ECY
Kreighan McAuliffe, ECY
Del Hontanosas, CTED
John Hanson, CTED
Sharon Novak, OFM
Doug Beam, OFM
Carol Baque, Sierra Systems

Items:

1. Debbie asked for clarification on the schedule to allow her to plan for briefing of their executives prior to the SGS Steering Committee meeting on Feb. 23.   The Feb. 15 User Group meeting will be a review of the preliminary business plan and narrative. Debbie will be out from Feb. 14-Feb. 25, so Carol Fleskes will attend the Steering Committee on Feb. 23 in her place.  On March 6 a presentation will be given to the Roadmap Executive Committee on the preliminary recommendation.
2. Discussed the requirements as documented by Sierra, but only made it through Use Case 9.  Kreighan requested that Carol attend a review session with ECY program people on Thursday, Feb. 9, from 2:30-4:30 pm.
3. Concern was raised by ECY about the tight timeline for review of requirements.  We talked about whether the dates for the prelim business case could be pushed out.  In order to have enough time to review it prior to the Steering Committee meeting on Feb. 23, we would need to stick to the schedule.  It was decided that we would wait until the ECY discussion on Feb. 9 to determine whether they feel the requirements are adequately reviewed to enable Sierra to continue with the business plan. A note of clarification:  there will be additional opportunities to refine and fine-tune requirements during the design phase for the system.  The critical element for requirements at this stage is to ensure that we don't exclude any that would affect the evaluation that Sierra is currently doing of off-the-shelf products.  Just one example of something that might affect this evaluation is: "the ability to authenticate signatures".  If an off-the-shelf product does not support this functionality, it is critical to know this during evaluation time.   Carol and I will talk on Friday morning regarding the schedule.
4. Added two new words to the list of terms needing definition:  Program and Project
5. Two Parking Lot items:
   a. Whether the statewide agreement number can be unique statewide or will need agency code to be part of it.
   b. The use of master index codes as mentioned in Requirement A8.2.

| Action | Assigned to | Due Date |
|---|---|---|
|  |  |  |
| Revise requirements/use cases based on feedback | Carol | 2/8-2/10 |
|  |  |  |
| Meet with ECY program people to review requirements | Carol, Kreighan | 2/9 |
|  |  |  |

| Action | Assigned to | Due Date |
|---|---|---|
| Send comments/concerns about requirements/use cases to Carol and Sharon, especially for the items not included in today's discussion | Everyone | 2/10 a.m. or sooner if possible |
| | | |
| Touch base on Friday a.m. regarding schedule | Carol, Sharon | 2/10 |
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| Add Parking Lot items to Parking Lot document | Sharon | 2/9 |